



Metropolitan Nashville Government Procurement Non-Discrimination Program

“Creating Opportunities”

*Useful Tips to Fulfill Procurement Nondiscrimination Program (PNP) Good Faith Effort Requirements**

- Send an email to MWBE's detailing the specific services or goods you have determined would lend to a subcontracting opportunity (make sure it's a commercially useful function)
- Follow-up with a call to the MWBE's to make sure they received your email (some emails have been known to go directly into their spam boxes).
- During your verbal conversation with the MWBE, begin completing the “Statements of Interested, Notified and Successful Subcontractors” form, documenting the company name and name of person (contact) on the phone.
- Ask company contact to reply to your email with whether or not they intend to participate in the solicitation, and document their services and prices.
- Complete all of the requested information on the form (i.e. phone #, certification type, date of contact, method, your company representative, etc.)
- Repeat steps 1-5 for 2nd and 3rd MWBE to whom good faith effort outreach was conducted.

Important points to keep in mind during your outreach efforts:

- Avoid delays; begin these steps the same day of the pre-bid **or** pre-proposal.
- Include all MWBE's you plan to use in your proposal in the bottom section of the “Statements of Interested, Notified and Successful Subcontractors”, and those will not work with the top section.
- Make sure your good faith efforts are performed with certified MWBE's only (list provided by Metro – BAO).
- Include copies of emails sent to MWBE's with your proposal submitted to Metro (replies from MWBE's preferred). Emails support your good faith effort requirements.
- Check first three (3) bullets of good faith efforts form.
- make sure the MWBE is aware of the solicitation name and number
- Inform MWBE's to expect a follow-up call from the BAO in order to confirm outreach efforts conducted by your company.

***These tips are only provided to assist vendors in easing the process of conducting good-faith effort outreach. Ultimately, the bidding/proposing vendor is solely responsible for the quality of the good faith effort outreach it conducts.**